Field Bridge Initial Set-up Steps for the ImageTrend Field Bridge

1. Install the Field Bridge

2. Register Field Bridge by entering registration key when prompted for it (Make sure the differences between O and 0, I and 1 are noted)

3. Change Default Database
   - ***OPTION 1:*** On the Login screen, change the database from the default, sample database, to the blank database.
   - Click the Folder button next to the Database selection on the Login screen
   - In the "Choose Database" dialog, select "SetupDB3_0.ems" and open it.
   - Back on the Login screen, use User Name=admin, Password=admin and click "Login". You will now be logged in with a blank database.
   - ***Or OPTION 2:*** Log into the ImageTrend EMS Bridge Support site http://www.imagetrend.com/emsfieldbridge/ and download the startup database.

4. Once logged into, go to the left side in the Tasks list, select "Change Password" (the 5th link from the top), and change the admin password. *Make sure you remember this password for future reference.*

5. Set up the Posting settings
   - On the left side in the Tasks list, select "Setup Posting Preferences" (the 4th link from the top)
   - Double-click the sample posting site, named "ImageTrend Testing Site".
   - In the Posting Detail form, change the description to the name of your posting site".
   - Enter the URL: Here is an example from the Oklahoma State posting site:

     https://www.emsbridge.com/mississippi
   - Enter your Service ID (Agency ID)
   - Enter your User ID and Password that you use to log in to **YOUR** web site.
   - Check the "Get Resource Update" checkbox, and then check **all** the checkboxes in the "Resources" section.
   - Click the "Save" button

6. On **YOUR** web site, make sure all the settings are correct so that the Users list will come down to the Field Bridge.
   - After logging in to the web site, click "Service Setup". In the "I Want To" dropdown in the top right corner, select "**Manage Field Bridge Options**"
   - Make sure that "Yes" is selected for both "Do you use the EMS Field Bridge for field data collection?" and "Default to Synchronize Staff"
   - Click "Service Staff" on the left menu.
   - Click a user and go to "Edit". Scroll down to the "Field Bridge Permissions" section. This is where you can set the permissions that the user will have on the Field Bridge. Usually a regular user will only have the "Post" option selected. Also make sure that the "Synchronize Staff Record" checkbox is checked. Do this for all the users in your service.
   - For service administrators, you should select all options for "Field Bridge Permissions", and also make sure that the "Synchronize Staff Record" checkbox is checked.

7. Back in the Field Bridge, click the "Post" button at the top of the main form. The "Post Incidents" form will display that 0 incidents will be posted. Make sure that the Post To dropdown is the **same website** that was set up in step 4. Click the "Post" button. It will tell you that this is the first time synchronizing resources. Continue. When this is completed, close the "Post Incidents" form.

8. Verify that your resources have come down by opening up a new incident. In the Personnel section on the Incident Info tab, check the drop-down in the "Name" column and make sure that your service users are listed there. Go to the "Call Info" tab, and click the lookup button next to "Destination Name". The hospitals found throughout your state should now be listed there.